




STATE OF TENNESSEE
DEPARTMENT OF PERSONNEL
November 2004
OPEN COMPETITIVE
CAREER SERVICE EXAMINATIONS

CLASS TITLE	CLASS CODE	HOURLY RANGE	MONTHLY RANGE	ANNUAL RANGE
Aircraft Scheduler (F)	91315	\$14.04 - \$22.49	\$2281 - \$3654	\$27,372 - \$43,848
Drug Enforcement Investigator (F)	38690	900	900	900
Eligibility Clerk (H)	06115	\$ 8.10 - \$13.19	\$1316 - \$2143	\$15,792 - \$25,716
Food & Dairy Administrator (K)	32274	\$21.19 - \$34.18	\$3444 - \$5555	\$41,328 - \$66,660
Forensic Technician Supervisor (F)	98741	900	900	900
Health Regional Emergency Response Coordinator 1 (B)	72361	\$18.87 - \$29.96	\$3066 - \$4869	\$36,792 - \$58,428
Medical Social Worker 2 (K)	79652	\$15.90 - \$25.28	\$2584 - \$4108	\$31,008 - \$49,296
Personnel Examination Specialist 1 (A)	73730	\$12.90 - \$20.62	\$2097 - \$3350	\$25,164 - \$40,200
Personnel Examination Specialist 2 (A)	73736	\$14.04 - \$22.49	\$2281 - \$3654	\$27,372 - \$43,848
Personnel Examination Specialist 3 (A)	73731	\$16.62 - \$26.25	\$2700 - \$4266	\$32,400 - \$51,192
Personnel Examination Specialist 4 (A)	73737	\$17.35 - \$27.43	\$2819 - \$4457	\$33,828 - \$53,484
Petroleum Products Administrator (K)	32480	\$17.35 - \$27.43	\$2819 - \$4457	\$33,828 - \$53,484
Physician Assistant (A,E) (Formerly Physician's Assistant)	72740	\$19.62 - \$31.30	\$3189 - \$5086	\$38,268 - \$61,032
Seed Analyst (F)	98140	\$10.94 - \$17.51	\$1777 - \$2846	\$21,324 - \$34,152
TBI Assistant Special Agent-In-Charge CI (F)	38699	900	900	900
TBI Special Agent-Criminal Investigator 1 (F)	38691	900	900	900
TBI Special Agent-Criminal Investigator 2 (F)	38692	900	900	900
TBI Special Agent-Forensic Scientist 1 (F)	77867	900	900	900
TBI Special Agent-Forensic Scientist 2 (F)	77868	900	900	900
TBI Special Agent-Forensic Scientist Supervisor (F)	77869	900	900	900
Wildlife Equipment Operator (B)	64545	\$10.93 - \$16.98	\$1776 - \$2759	\$21,312 - \$33,108
Wildlife Equipment Operator Supervisor (B)	64546	\$13.03 - \$20.25	\$2118 - \$3291	\$25,416 - \$39,492
Wildlife Operations Specialist (B)	77950	\$21.16 - \$32.88	\$3439 - \$5343	\$41,268 - \$64,116

- LEGEND**
- A - Job classification will have a change in MINIMUM QUALIFICATIONS effective November 24, 2004.
 - B - A NEW CLASSIFICATION and REGISTER will be ESTABLISHED effective November 24, 2004.
 - C - Register was ABOLISHED and REESTABLISHED effective.
 - D - Job classification will be ABOLISHED effective November 24, 2004.
 - E - Job classification will have a TITLE CHANGE effective November 24, 2004.
 - F - Job classification will have a change in SALARY effective November 24, 2004.
 - G - Job classification will be converting from EXECUTIVE SERVICE to both CAREER SERVICE and EXECUTIVE SERVICE effective.
 - H - Job classification will have a change of Probationary Period from 6 months to 1 year.
 - I - Applicants submitting an application for this job classification must take and pass a job related written Test and/or performance test to receive an examination score. Tests are administered on a daily basis at the Department of Personnel office in Nashville and on one day every month in Kingsport, Knoxville, Memphis Jackson, Livingston, Cleveland and every other month in Pulaski.
 - J - Job classification will have a change in NECESSARY SPECIAL QUALIFICATIONS effective November 24, 2004.
 - K - Job classification will be converting from CAREER SERVICE to both EXECUTIVE SERVICE and CAREER SERVICE effective November 24, 2004.

 Tennessee Department of Personnel, Authorization #319177, November, 2003. This public document was promulgated at a cost of \$.07 per copy 15 copies.
THE STATE OF TENNESSEE IS AN EQUAL OPPORTUNITY, EQUAL ACCESS, AFFIRMATIVE ACTION EMPLOYER.

POLICY OF NON-DISCRIMINATION !!

Pursuant to the State of Tennessee's policy of non-discrimination, the Department of Personnel does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service in its policies, or in the admission or access to, or treatment or employment in, its programs, services or activities.

Equal Employment Opportunity/Affirmative Action/Americans with Disabilities Act inquiries or complaints should be directed to the Department of Personnel EEO/AA/ADA Coordinator Lynn Goodman, 2nd Floor, James K. Polk Building, 505 Deaderick Street, Nashville, Tennessee 37243-0635 TDD(Telecommunications Device For The Deaf) Number (615) 741-6276 - Fax Number (615) 741-6985.

!! SPECIAL NOTICE !!

This announcement of Civil Service Examinations is being issued in conformity with Civil Service Rules and Regulations to inform the public of the classes of positions, salary ranges, examples of duties, minimum qualifications and relative weights of examination parts. In order for applicants to secure regular appointments in Civil Service positions, they must first successfully compete in the appropriate examination and be certified from the Civil Service Register which is compiled as a result of such examination. **ANNOUNCEMENTS DO NOT NECESSARILY IMPLY THAT VACANCIES EXIST IN ANY PARTICULAR CLASS OR POSITIONS LISTED.** Interested applicants must submit a completed application form to the Tennessee Department of Personnel. Application forms are available at most State offices. The application and information about State jobs are available at the Department of Personnel Internet website(www.state.tn.us/personnel). Telephone inquiries can be made to (615) 741-4841.

Applications should not be re-filed for the same class of positions, unless an applicant has completed at least an additional year of accredited college, or acquired at least 6 months of additional related work experience.

This announcement is subject to change from time to time should minimum qualifications and/or salary change.

!! VETERANS PREFERENCE !!

Veteran preference points will be awarded to applicants who receive a passing career service score and who served on active duty in the armed forces of the United States during any of the service eligibility dates listed below.

Five (5) points will be awarded to: (1) a veteran who served during a period of war; (2) the spouse or unremarried surviving spouse of a permanently and totally disabled veteran whose disability was service-connected and who served in a period other than war; and (3) the unremarried surviving spouse of a veteran who died in the line of duty during a period other than war. Ten (10) points will be awarded to: (1) a veteran with a ten percent (10%) service-connected disability who served during a period of war; (2) the spouse or unremarried surviving spouse of a veteran with a one hundred percent (100%) service-connected disability and who served during a period of war; and (3) the unremarried surviving spouse of a veteran who died in the line of duty during a period of war.

Before preference can be granted, it is necessary that all veterans submit a copy of their discharge or separation papers showing both enlistment and discharge dates. Disabled veterans and spouses of disabled veterans must submit a copy of discharge or separation papers plus a statement from the Veteran's Administration, dated within the last six months, showing the percent of service-connected disability (or death if in service), and proof of death (death certificate).

Veterans must have received an **honorable discharge** and be a legal resident of the State of Tennessee. Legal resident status is established by having resided in the State of Tennessee for the past two years or by possession of a Tennessee voter registration card. **IF YOU HAVE NOT LIVED IN TENNESSEE FOR THE ENTIRE PAST TWO YEARS, YOU MUST SUBMIT A COPY OF YOUR TENNESSEE VOTER'S REGISTRATION CARD.**

SERVICE ELIGIBILITY DATES: WWII (12-7-41 to 12/31/46); Korean Campaign (6-27-50 to 1-31-55); Vietnam Conflict (2-28-61 to 5-7-75); Lebanon, Grenada, or Panama Expeditions (Only if awarded Forces Expeditionary Medal); and Operation Desert Shield/Storm (8-2-90 to end date unestablished).

FOOD AND DAIRY ADMINISTRATOR

SUMMARY: Under general supervision, is responsible for supervisory and administrative work of average difficulty in planning and supervising the statewide inspection and enforcement activities related to food and dairy manufacturing and marketing laws and regulations; and performs related work as required.

DISTINGUISHING FEATURES: This is the highest class in the Food and Dairy Inspection series. An employee in this class plans, supervises, and coordinates the statewide enforcement of food and dairy laws and regulations. Work involves the supervision of a moderate sized inspection and clerical staff. This class differs from that of Food Manufacturing Administrator in that an incumbent of the latter acts as the program consultant for all areas of food manufacturing and dairy manufacturing and processing and provides oversight to all field personnel in matters pertaining to program issues.

MINIMUM QUALIFICATIONS

Education and Experience: Completion of two years of coursework at an accredited college or university in chemistry, food technology, agricultural science, environmental health, environmental sanitation, or other related acceptable field and experience equivalent to substantial (five or more years of) increasingly responsible full-time experience in manufacturing, processing, retailing, or inspection of food and/or dairy including, at least, one year of supervisory experience; qualifying full-time experience in the manufacturing, processing, retailing, or inspection of food and/or dairy may be substituted for the required education, on a year-for-year basis; additional coursework at an accredited college or university in chemistry, food technology, agricultural science, environmental health, environmental sanitation or other related acceptable field may be substituted for the required non-specialized experience, on a year-for-year basis, to a maximum of two years.

Necessary Special Qualifications: None.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

HEALTH REGIONAL EMERGENCY RESPONSE COORDINATOR 1

SUMMARY: Under general supervision, is responsible for health related emergency response coordination work of considerable difficulty and supervisory work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class functions as a regional point of contact with all area hospitals for Emergency Response and Preparedness planning, including grant and contract management, training and supervision of staff for emergency situations, communication of warnings and alerts throughout the region, and allocation of emergency resources. This class differs from that of Health Regional Emergency Response Coordinator 2 in that an incumbent of the latter is responsible for the assessment of public health's capacity to respond to an emergency event, the development of county and regional emergency response plans, and the distribution of antibiotics or mass vaccination of the population during an event.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and experience equivalent to two years of experience in one or a combination of the following: (1) emergency management preparedness, (2) administrative or managerial healthcare, or (3) public health planning or public health education work.

Substitution of Experience for Education: Experience in one or a combination of the following: (1) emergency management preparedness, (2) administrative or managerial healthcare, or (3) public health planning or public health education work may be substituted for the required education, on a year for year basis to a maximum of four years (e.g. experience equivalent to one year of full-time work in one or a combination of the above-related fields may substitute for one year of the required education).

Substitution of Graduate Education for Experience: Additional graduate course work from an accredited college or university in business or public administration; a health related field, including but not limited to, public health, health education, or healthcare administration; or an emergency management field, including but not limited to, emergency systems management, emergency administration and planning, or crisis and disaster management may substitute for the required experience on a year for year basis, to a maximum of two years.

OR

Education and Experience: Graduation from an accredited college or university with a bachelor's degree in business or public administration; a health related field, including but not limited to, public health, health education, or healthcare administration; or an emergency management field, including but not limited to, emergency systems management, emergency administration and planning, or crisis and disaster management and experience equivalent to one year in one or a combination of the following: (1) emergency management preparedness, (2) administrative or managerial healthcare, or (3) public health planning or public health education work.

OR

Education and Experience: Graduation from an accredited college or university with an associate's degree in business or public administration; a health related field, including but not limited to, public health, health education, or healthcare administration; or an emergency management field, including but not limited to, emergency systems management, emergency administration and planning, or crisis and disaster management and experience equivalent to two years in one or a combination of the following: (1) emergency management preparedness, (2) administrative or managerial healthcare, or (3) public health planning or public health education work.

Necessary Special Qualifications: A valid motor vehicle operator's license is required.

EXAMINATION METHOD: Education and Experience, 100%, for Career Services positions.

MEDICAL SOCIAL WORKER 2

SUMMARY: Under general supervision, is responsible for professional supervisory medical-social counseling work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the highest class in the Medical Social Worker sub-series. An employee in this class supervises subordinates providing professional social counseling services or develops and coordinates a medical-social program of statewide impact. This class differs from that of Medical Social Worker 1 in that an incumbent of the latter provides medical-social counseling to clients.

MINIMUM QUALIFICATIONS

Education and Experience: Possession of a master's degree in social work from an accredited college or university and experience equivalent to two years of full-time responsible professional social work.

Necessary Special Qualifications: None.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions. Determined by appointing authority for Executive Service Positions.

PERSONNEL EXAMINATIONS SPECIALIST 1

SUMMARY: Under close supervision, performs personnel examinations specialist work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this entry level classification evaluates the training and experience of job applicants to determine if minimum qualifications are satisfied and properly place applicants on career service registers. This class differs from Personnel Examinations Specialist 2 in that an incumbent of the latter develops standard training and experience rating guidelines and assists in the development of other applicant assessment instruments.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree.

Substitution of Experience for Education: Experience in one or a combination of the following: 1) paraprofessional or technical personnel work; 2) any professional experience may substitute for the required education to a maximum of four years (e.g., experience equivalent to one year of full-time work in one or a combination of the above listed fields may substitute for one year of the required education).

Necessary Special Qualifications: None.

EXAMINATION METHOD: Education and experience, 100%, for Career Service positions.

PERSONNEL EXAMINATIONS SPECIALIST 2

SUMMARY: Under general supervision, performs personnel examinations specialist work of considerable difficulty; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this working level classification evaluates the training and experience of job applicants to determine if minimum qualifications are satisfied and properly places applicants on career service registers. This work also includes developing standard training and experience rating guidelines and assisting in the development of other applicant assessment instruments. This class differs from Personnel Examinations Specialist 1 in that an incumbent of the latter performs examinations specialist work at the entry level and does not develop standard training and experience rating guidelines.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and experience equivalent to one year of professional training and experience rating guideline development and/or implementation.

Substitution of Experience for Education: Experience in one or a combination of the following: 1) paraprofessional or technical personnel work; 2) any professional experience may substitute for the required education to a maximum of four years (e.g., experience equivalent to one year of full-time work in one or a combination of the above listed fields may substitute for one year of the required education), there being no substitution for the required specialized experience.

Necessary Special Qualifications: None.

EXAMINATION METHOD: Education and experience, 100%, for Career Service positions.

PERSONNEL EXAMINATIONS SPECIALIST 3

SUMMARY: Under general supervision, performs personnel examinations analytic work of considerable difficulty; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this advanced working level classification evaluates the training and experience of job applicants to determine if minimum qualifications are satisfied and properly places applicants on career service registers. This work also includes developing standard training and experience rating guidelines and assisting in the development of other applicant assessment instruments. This class differs from Personnel Examinations Specialist 2 in that an incumbent of the latter performs at the working level with a lesser degree of independence and performs examinations specialist duties of lesser scope and complexity. This class differs from Personnel Examinations Specialist 4 in that an incumbent of the latter functions at the lead level on a regular basis.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and experience equivalent to two years of professional training and experience rating guideline development and/or implementation, of which one year must have been in the implementation of rating criteria.

Substitution of Experience for Education: Experience in one or a combination of the following: 1) paraprofessional or technical personnel work; 2) any professional experience may substitute for the required education to a maximum of four years (e.g., experience equivalent to one year of full-time work in one or a combination of the above listed fields may substitute for one year of the required education), there being no substitution for the required specialized experience.

Necessary Special Qualifications: None.

EXAMINATION METHOD: Education and experience, 100%, for Career Service positions.

PERSONNEL EXAMINATIONS SPECIALIST 4

SUMMARY: Under general supervision, performs personnel examinations analytic work of considerable difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the lead class in the Personnel Examinations Specialist series. An employee in this class leads subordinate staff in evaluation of training and experience for job applicants to determine if minimum qualifications are satisfied and properly places applicants on career service registers. This work also includes leading staff in and development of standard training and experience rating guidelines and assisting in the development of other applicant assessment instruments. An employee in this class also assists supervisors in planning, coordinating, and reviewing staff work and training new analysts. This class differs from Personnel Examinations Specialist 3 in that an incumbent of the latter performs at the advanced working level without the added responsibility for leading others on a regular basis. This class differs from Personnel Manager classes in that incumbents of the latter manage the personnel office activities and operations, and supervise incumbents of this class.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and experience equivalent to four years of professional training and experience rating guideline development and/or implementation of which two years must have been in the implementation of rating criteria.

Substitution of Experience for Education: Experience in one or a combination of the following: 1) paraprofessional or technical personnel work; 2) any professional experience may substitute for the required education to a maximum of four years (e.g., experience equivalent to one year of full-time work in one or a combination of the above listed fields may substitute for one year of the required education), there being no substitution for the required specialized experience.

Necessary Special Qualifications: None.

EXAMINATION METHOD: Education and experience, 100%, for Career Service positions.

PETROLEUM PRODUCTS ADMINISTRATOR

SUMMARY: Under general supervision, is responsible for petroleum products administrative work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: The incumbent of the class supervises a staff in the enforcement of laws, regulations, and standards related to the quality, quantity, and labeling of petroleum products. This class reports to and differs from Agricultural Quality and Standards Director in that the incumbent of the latter performs work of greater scope and complexity.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from an accredited college or university with a bachelor's degree in agriculture, business administration, or other related acceptable field, and experience equivalent to two years of full-time petroleum business management, petroleum business regulation, or petroleum products inspection work; qualifying full-time experience in one or more of the above areas may be substituted for the required education on a year-for-year basis to a maximum of four years.

Necessary Special Qualifications: A valid vehicle operator’s license may be required for employment in some positions.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.
Determined by appointing authority for Executive Service Positions.

PHYSICIAN ASSISTANT

SUMMARY: Under direction, is responsible for acting as an extension of physicians in carrying out protocol of average through considerable difficulty which may include supervising the work of others; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class carries out protocol of physicians and surgeons and performs other related duties as defined by law in providing health care to patients and clients in mental health and mental retardation facilities, and correctional facilities. This work may often include supervision of lower level nursing and other staff as assigned.

MINIMUM QUALIFICATIONS

Education and Experience: Certified or eligible for certification as a Physician Assistant as described in the Tennessee Physician Assistant Act.

Necessary Special Qualifications: A valid motor vehicle operator's license may be required for employment in some positions.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

WILDLIFE EQUIPMENT OPERATOR

SUMMARY: Under general supervision, performs wildlife equipment operations work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the working level class in the Wildlife Equipment Operator sub-series. An employee in this class operates a variety of light and heavy equipment in the construction and maintenance of roads, boat ramps, and access areas. This class differs from Wildlife Equipment Operator Supervisor in that an incumbent of the latter acts as a working supervisor of Wildlife Equipment Operators.

MINIMUM QUALIFICATIONS

Education and Experience: Experience equivalent to three years of increasingly skilled full-time labor and trades experience including, at least, one year of experience in construction equipment operations.

Necessary Special Qualifications: A valid motor vehicle operator's license is required for employment. An appropriate commercial driver's license/endorsement is required within six months of employment.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

WILDLIFE EQUIPMENT OPERATOR SUPERVISOR

SUMMARY: Under general supervision, performs wildlife equipment operations work of considerable difficulty and supervisory work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the supervisory level and highest class in the Wildlife Equipment Operator sub-series. An employee in this class supervises and participates in the operation of a variety of light and heavy equipment in the construction and maintenance of roads, boat ramps, and access areas. This class differs from Wildlife Equipment Operator in that an incumbent of the latter is not a supervisor.

MINIMUM QUALIFICATIONS

Education and Experience: Experience equivalent to four years of skilled full-time labor and trades experience, including, at least, two years of experience in construction equipment operations.

Necessary Special Qualifications: A valid motor vehicle operator's license is required for employment. An appropriate commercial driver's license/endorsement is required within six months of employment.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

WILDLIFE OPERATIONS SPECIALIST

SUMMARY: Under general supervision, performs professional civil engineering work of average difficulty related to constructing and maintaining roads, boat ramps and access areas and supervisory work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class manages the statewide boating access program. Work involves the supervision of several crews of equipment operators in the construction and maintenance of boat ramps, boating access areas, and access roads for wildlife management areas.

MINIMUM QUALIFICATIONS

Education and Experience: Experience equivalent to graduation from an accredited college or university with a bachelor’s degree in civil engineering and experience equivalent to two years of full-time professional civil engineering work that may include student assistant or college seasonal civil engineering work with the State of Tennessee.

Substitution of Professional Registration for the Required Education: Registration as a professional engineer with the State of Tennessee in either the civil engineering or structural engineering disciplines may substitute for the required bachelor’s degree.

OR

Possession of a master’s degree in civil engineering from an accredited college or university and experience equivalent of one year of full-time professional civil engineering work.

OR

Experience equivalent to two years of full-time professional civil engineering work with the State of Tennessee.

Necessary Special Qualifications: A valid motor vehicle operator’s license may be required.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.